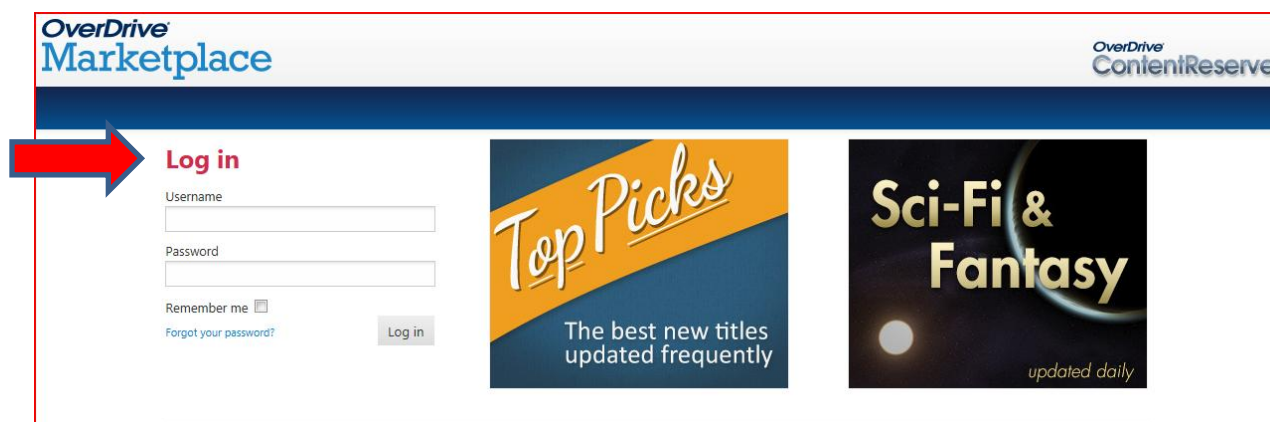


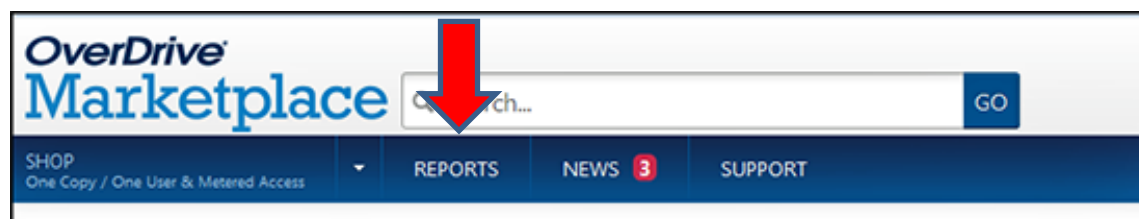
## How to Find Fiscal Year Circulation from Your *Overdrive* Account

The Bibliostat Collect survey asks for circulation of downloadable materials from *Overdrive*. We also want to separate the total (as much as possible) into Adult and Children's circulation. Here is how you can determine this count. We will try to **prefill these numbers** for you; however, the instructions for finding these numbers are as follows:

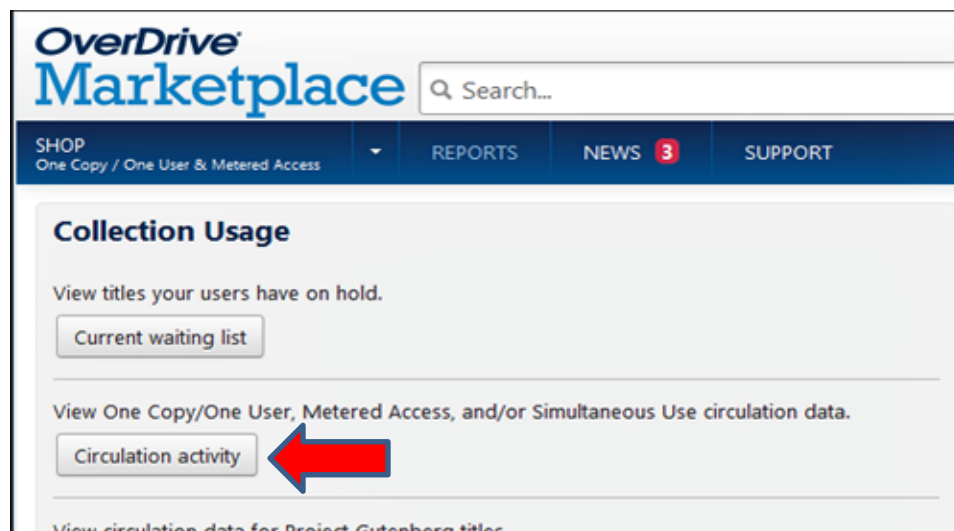
1. Log into your *Overdrive* marketplace account by going to the following website:  
<http://marketplace.overdrive.com> (Contact Susan Knisely or Devra Dragos if you can't locate your user ID and password.)



2. Click on the "Reports" tab in the blue bar at the top of the *Overdrive Marketplace* screen.



3. On the next screen, click on the "Circulation Activity" button under the **Collection Usage** category.



4. You need to find the total number of checkouts for your library during the fiscal year covered by the 2014-2015 survey. First you need to run a **new report** by clicking on "Run new report" in the bottom right corner.

The screenshot shows the OverDrive Marketplace interface. At the top, there's a navigation bar with 'SHOP', 'REPORTS', 'NEWS 7', and 'SUPPORT'. Below this, the 'Circulation activity' section is active, showing 'Checkouts by Title'. A table lists various filters: Checkouts by, Borrowed from, Branches, Formats, Languages, Audiences, Subjects, Date, Lending model, and Website. A red arrow points to the 'Run new report' button at the bottom right of the table.

Checkouts by	Title
Borrowed from	All
Branches	All Branches
Formats	All formats
Languages	All
Audiences	All
Subjects	All
Date	Last 30 days
Lending model	All Lending models
Website	Standard and mobile

Run new report Create worksheet

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Displaying 1 - 50 of 15505

Title (15,505) Checkouts (35,939) Checkouts (chart)

5. Next, select the parameters for your search.

The screenshot shows the OverDrive Marketplace interface with the 'Circulation activity' section. A 'Report options' dialog box is open, allowing users to select parameters for their search. A red arrow points to the 'Branch' dropdown menu, which is currently set to 'Alice M. Farr Library'.

Report options

Checkouts by: Branch

Borrowed from: All

Branch: Alice M. Farr Library

Formats: All formats

Language: All

Audience: All

Subject: All

Period Type: Specific

Start Date: 10/01/2013

End Date: 09/30/2014

Lending model: All Lending models

Website: Standard and mobile

Creator:

Purchase Order ID:

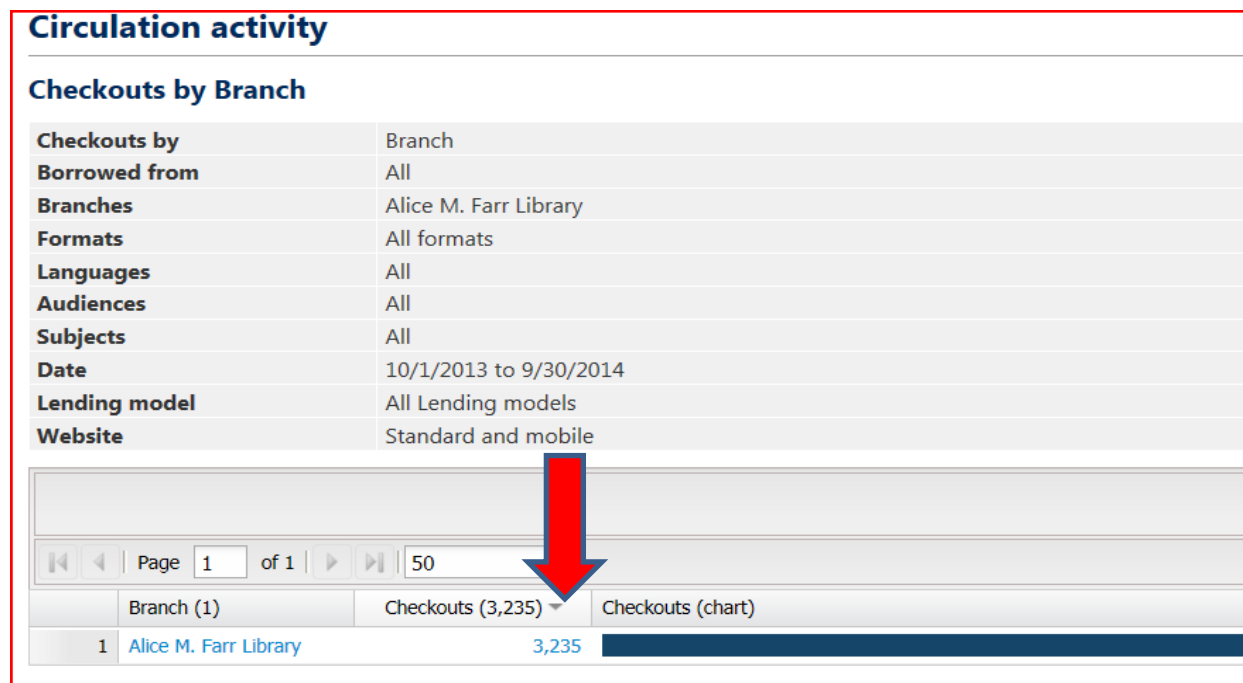
Update Cancel

Branch (1) Checkouts (3,235)

1 Alice M. Farr Library

- Select checkouts by **Branch (Important)**
- Highlight your library from the drop-down list of branches.

- c. Choose **"All formats."**
  - d. Change Period type to **"Specific"** and enter the start and end dates of the fiscal year for the current *Public Libraries Survey* in the **"Start Date"** and **"End Date"** fields and type in the dates using the format MM/DD/YY.
  - e. By Website, choose **"Standard and Mobile."**
6. Once the report form is configured, click the "Update" button.
  7. The resulting report should look like the example below.



On this report, the number of total checkouts for the fiscal year is shown at the bottom, next to the name of the library.

**NOTE: This is your *Total Circulation*. You will then need to subtract the *Children's Circulation* from this figure to get the *Adult Circulation*.**

8. To get the children's circulation, click the "Run new report" button to go back to the Circulation activity report form. Choose checkouts by **"Subject"** from the drop-down list. After updating, you can view the list, or select "Create Worksheet" to generate a spreadsheet of the counts.

## Circulation activity

### Checkouts by Branch

Checkouts by	Branch
Borrowed from	All
Branches	Alice M. Farr Lib
Formats	All formats
Languages	All
Audiences	All
Subjects	Children
Date	10/1/2013 to 9/30/2014
Lending model	All Lending models
Website	Standard and mobile

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Branch (0)
Checkouts (0)

No titles match your search. Please try again, re

### Report options

Checkouts by:	Branch
Borrowed from:	Branch
Branch:	Creator
Formats:	Day
Language:	Format
Audience:	Month
Subject:	Publisher
Period Type:	Subject
Start Date:	Title
End Date:	Specinc
Lending model:	10/01/2013
Website:	09/30/2014
Creator:	All Lending models
Purchase Order ID:	Standard and mobile

Update
Cancel

You will see a list of subjects in one column and the number of checkouts in the subject in the next column. You should note that this total Checkout figure is skewed, as many titles are listed in multiple subjects (e.g. Fiction and Mystery).

## Circulation activity

### Checkouts by Subject

Checkouts by	Subject
Borrowed from	All
Branches	Alice M. Farr Library
Formats	All formats
Languages	All
Audiences	All
Subjects	All
Date	10/1/2013 to 9/30/2014
Lending model	All Lending models
Website	Standard and mobile

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	Subject (81)	Checkouts (8,154)	Checkouts (chart)
1	Fiction	2,577	
2	Romance	1,170	
3	Mystery	625	
4	Thriller	485	
5	Historical Fiction	420	
6	Suspense	374	
7	Literature	323	
8	Christian Fiction	317	

9. To find the children's circulation for the year, add the totals of these subjects if they appear in your report:

Juvenile Fiction  
Juvenile Literature  
Juvenile Nonfiction

***This total will be the **children's circulation** of downloadable materials for the fiscal year. Subtract this count from the total circulation obtained in the first report to get the count of the adult circulation.***